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IMACS V5.3 New Functions

Effective

10 November 2003

IMACS V5.3

IMACS V5.3 New Functions

1) Next/Prev/Find Buttons
2) Exhibit I/II Upload through Spreadsheet
3) Exhibit X-B Download through Spreadsheet
   - For single DMISA/FY/Exhibit/TAB/MIPR-PO …or…
   - For multiple DMISAs/FYs/Exhibits/TABs
4) Title Page – added new Depot Commander signature (per Joint Regulation change)

Next, Prev, and Find Buttons

❖ UPDATE multiple line items faster (requirements or pricing)

- ▪ <u>Time Saving Advantages</u>: Can quickly move from one line item to another without having to return to the main Exhibit [I, II, III-A, III-B, IV] window to select another line item for viewing or updating.
- ▪ Used in: Line Item Requirements and Line Item Details window functions

❖ Applicable to Exhibits I, II, III-A, III-B, and IV

Notes:
- ▪ Next/Prev/Find - Disabled in 'Add' mode; and in Ex III-C.
- ▪ Must still add new line items from Exhibit I or II window. Once added, they can be updated using the new buttons to access them.

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Next/Prev/Find Buttons

❖ Just highlight any line item on the main Exhibit window

❖ Select either:

- Edit/Update Line Requirements

    …or…

- Edit/Update Details

    …or…

- For View-only mode, click Details

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Line Item Requirements

❖ Update Line Item Requirements data as needed

❖ Click Save
  ▪ Or, you will be prompted to save changes if you click Next, Prev, Find, Exit, or Update Details buttons

❖ Click <u>Next</u> [goes to next line item]

❖ Or, click <u>Prev</u> [goes to previous line item]

❖ Or, enter desired line item and suffix and click <u>Find</u>

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Line Item Details

❖ Update Line Item Details data as needed

❖ Click Save
   ▪ Or, you will be prompted to save changes if you click Next, Prev, Find, or Exit buttons

❖ Click <u>Next</u> [goes to next line item]

❖ Or, click <u>Prev</u> [goes to previous line item]

❖ Or, enter desired line item and suffix and click <u>Find</u>

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Search Message

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Search Message

❖ Search Msg
- Reflects where you are in the list
  - At the top of the list
  - At the bottom of the list
  - Next [or Prev] line item found
  - Line Item found
  - No line item met the search criteria

Note: Line items in Exhibit I and II may not necessarily be in numeric order. Next and Prev buttons will move forward (Next) or backward (Prev) based on the line item number sequence shown on Exhibit I or II main windows.

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User Manual (UM) References

❖ See online IMACS V5.3 UM for detailed information

  ▪ Section 14 – "Line Items, Line Item Requirements, and Details (Exhibits I, II, and III-C)"

    • Section 14.6 - Update Line Requirements
    • Section 14.10 - Update Line Item Details

Exhibit I/II

Upload and Download Spreadsheets

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IMACS Main Menu Spreadsheets

❖ Ability to generate data in spreadsheet format for:

- Exhibit I/II
  - Download
  - Upload
- Exhibit X-B

Note: Exhibit I/II Spreadsheets… option moved from 'Reports' option to new 'Spreadsheet' option
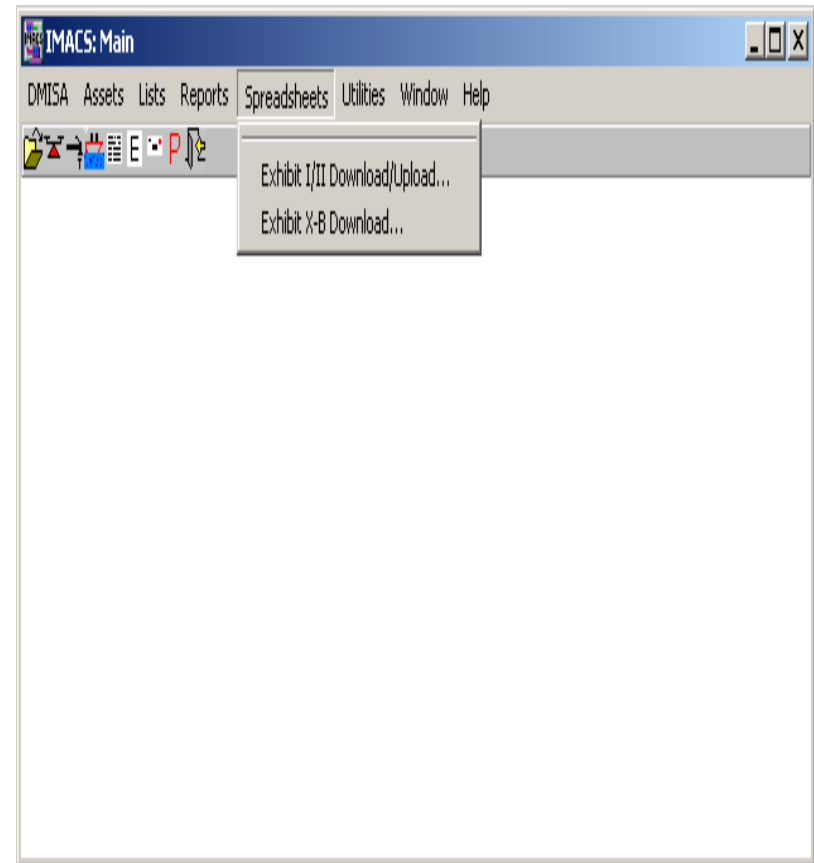
IMACS V5.3

Exhibit I/II Spreadsheets

❖ From IMACS Main menu…

- Select Spreadsheets
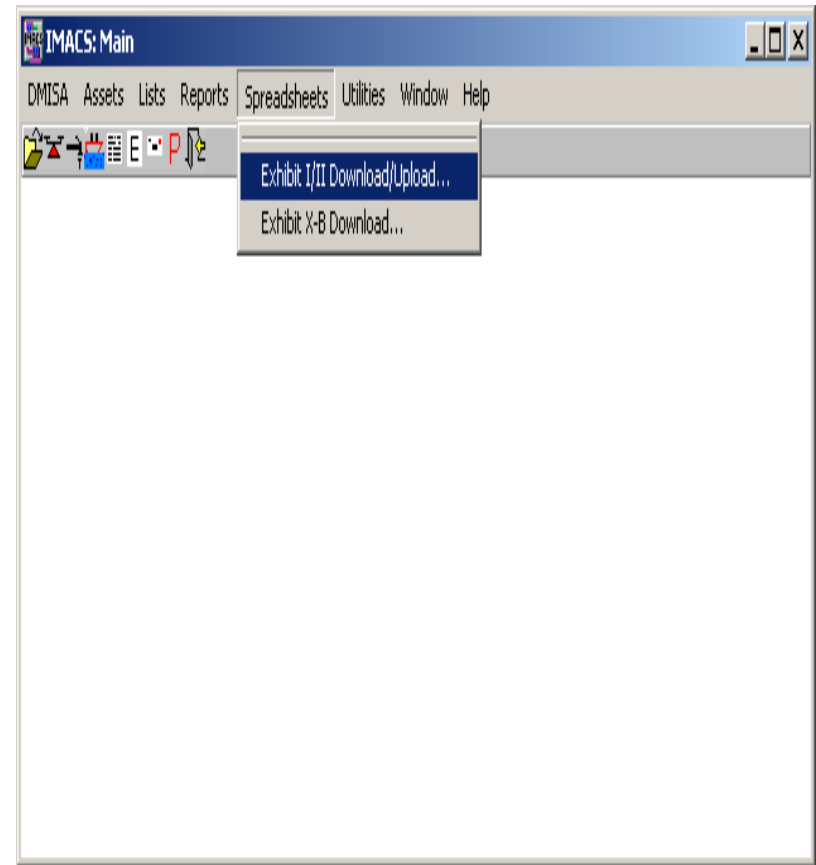- Select Exhibit I/II Download/Upload

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Exhibit I/II Spreadsheets – Download

❖ Displays list of DMISAs available to you

❖ Use new 'Filter By' fields to narrow list of DMISAs
   ▪ DMISA
   ▪ FY

❖ Change 'Filter By' fields, as needed

❖ Click List

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Exhibit I/II Spreadsheets – Download (cont.)

❖ Highlight one or more DMISAs to download to spreadsheet
❖ Select Exhibit I and/or Exhibit II [checkbox]
❖ Type in directory <u>Location</u> where file should be saved
❖ Type in <u>Filename</u>
  ▪ Note: Make sure file names are different for Exhibit I and II
❖ Click <u>Download</u>

IMACS: Exhibit I/II Download/Upload Spreadsheet(s)

Filter By
DMISA AIR [ ] [ ] F [ ]   FY 2003

Select DMISA Number
DMISA Nbr   FY
AIRCPT00 08AFSX   2003
AIRCPT00 09AFSX   2003
AIRCPT01 01AFSU   2003
AIRCPT01 02AFTG   2003
AIRCPT01 03AFSX   2003
AIRCPT01 04AFSX   2003
AIRCPT01 05AFSU   2003
AIRCPT02 01AFSX   2003

☐ Select ALL DMISAs
To Select Individual - [Ctrl] + Click
To Select Group   - [Shift] + Click

Download - Select Exhibit(s)
☑ Exhibit I
  Location   c:\spreadsheets
  Filename   AFSU-2003-Exi

☑ Exhibit II
  Location   c:\spreadsheets
  Filename   AFSU-2003-Exii

List   Download...   Upload...   Cancel   Help...

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Exhibit I/II Spreadsheets – Download (cont.)

❖ Messages display for status or if errors are detected. Correct as needed

❖ When prompted, click Yes to continue

❖ Message displays when spreadsheet is completed

❖ Access directory where spreadsheet file was saved

❖ Double click on file; opens in MS Excel

IMACS: Create Spreadsheet(s) Confirmation

Exhibit I/II

This process could take several minutes if one or more DMISAs are selected.

Do you want to continue?

| Yes | No | Help... |

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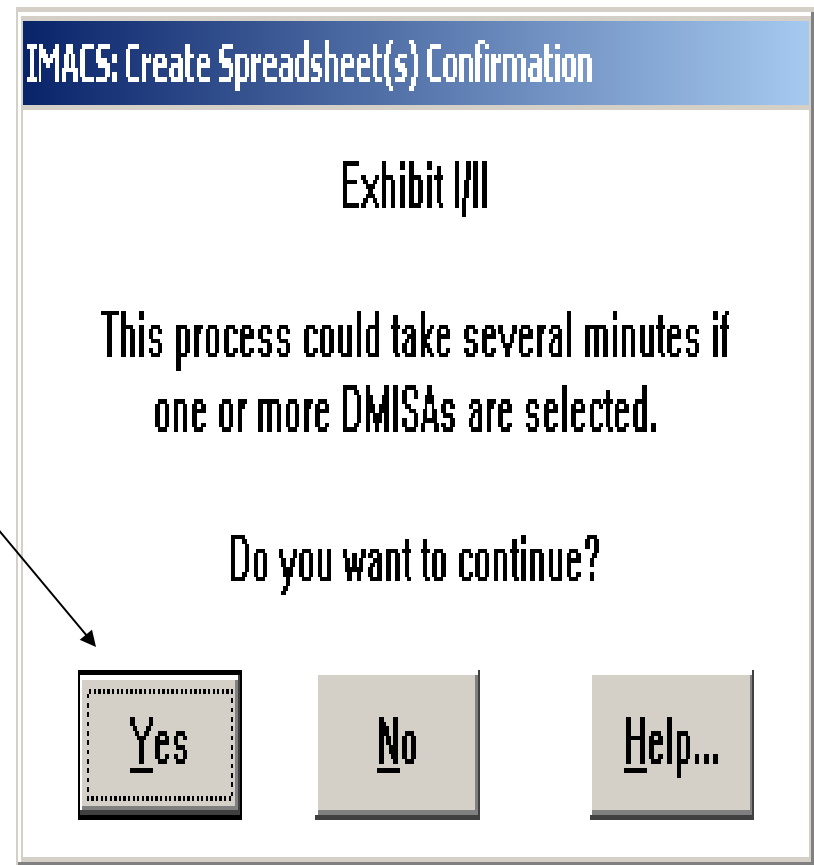
Sample Ex I/II Downloaded Spreadsheet

Microsoft Excel - afsu-2003-exii.xls

File   Edit   View   Insert   Format   Tools   Data   Window   Help

	A	B	C	D	E	F	G	H
1	DMISA	YEAR	EXHIBIT	TAB	Line Item	LI Suffix	NSN	Nomenclature
2								
3	AIRCPT01 01AFSU	2003	II	AA	1		1620001598119	LANDING GEAR,RETRACTABLE
4	AIRCPT01 01AFSU	2003	II	AA	2		1620001712040	LANDING GEAR,RETRACTABLE
5	AIRCPT01 01AFSU	2003	II	AA	3		1620001761587	STRUT ASSEMBLY,ENERGY ABSORPT
6	AIRCPT01 01AFSU	2003	II	AA	3	A	1620008990910	STRUT ASSY,TAIL SKI
7	AIRCPT01 01AFSU	2003	II	AA	4		1620001814572	LANDING GEAR,RETRACTABLE
8	AIRCPT01 01AFSU	2003	II	AA	5		1620004024904	LANDING GEAR,RETRACTABLE
9	AIRCPT01 01AFSU	2003	II	AA	6		1620004776337	AXLE,LANDING GEAR
10	AIRCPT01 01AFSU	2003	II	AA	7		1620009003922	DAMPER,SHIMMY
11	AIRCPT01 01AFSU	2003	II	AA	9		1620009157106	CYLINDER ASSEMBLY,ACTUATING,LIN
12	AIRCPT01 01AFSU	2003	II	AA	10		1620010912980	DRAG BRACE,LANDING GEAR
13	AIRCPT01 01AFSU	2003	II	AA	11		1620010912981	DRAG BRACE,LANDING GEAR
14	AIRCPT01 01AFSU	2003	II	AA	12		1650008512331	CYLINDER ASSEMBLY,ACTUATING,LIN
15	AIRCPT01 01AFSU	2003	II	AA	13		1630000596395	WHEEL,LANDING GEAR
16	AIRCPT01 01AFSU	2003	II	AA	16		1630008990938	BRAKE,SINGLE DISK
17	AIRCPT01 01AFSU	2003	II	AA	17		1630009289124	CYLINDER ASSEMBLY,HYDRAULIC BR.
18	AIRCPT01 01AFSU	2003	II	AA	18		1630009445654	VALVE,PARKING BRAKE
19	AIRCPT01 01AFSU	2003	II	AA	19		1630009498927	VALVE,PARKING BRAKE
20	AIRCPT01 01AFSU	2003	II	AA	20		1630010064744	VALVE,PARKING BRAKE
21	AIRCPT01 01AFSU	2003	II	AA	21		1630010064745	VALVE,PARKING BRAKE
22	AIRCPT01 01AFSU	2003	II	AA	22		1630012458082	BRAKE ASSEMBLY

Sheet1 / Sheet2 / Sheet3 /

Ready

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Exhibit I/II Spreadsheets

Upload

Exhibit I/II Spreadsheets – Upload

❖Advantages – Enter data in downloaded DMISA Exhibit I or II spreadsheet, then submit it for uploading directly into IMACS

▪ Principal can update <u>requirements</u> and <u>SOS Stock List Price</u> *for multiple line items at once*

▪ Agent can update <u>pricing</u> and <u>add control numbers</u> *for multiple line items at once*

❖<u>Important</u>: MUST keep columns in same format as in downloaded spreadsheet

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Exhibit I/II Spreadsheets – Upload (cont.)

❖Business Rules

- ▪ Can upload one or more DMISAs in the same upload process

- ▪ Can be Principal on one DMISA and Agent on another DMISA – on same spreadsheet file to be uploaded – based on permission level access to the selected DMISA(s)

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Exhibit I/II Spreadsheets – Upload (cont.)

❖ Update downloaded spreadsheet with necessary data changes

❖ Save file

❖ From IMACS Main Menu…

- Select <u>Spreadsheets</u>
- Select <u>Exhibit I/II Download/Upload</u>

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Exhibit I/II Spreadsheets – Upload (cont.)

❖ Use 'Filter By' fields, as needed
- DMISA
- FY

❖ Click <u>List</u>

❖ Select one or more DMISAs <u>(that are on the spreadsheet file to be uploaded)</u>

  Note: If DMISA not highlighted, data will be ignored

❖ Click <u>Upload</u>

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Exhibit I/II Spreadsheets – Upload (cont.)

❖ If uploading Principal data, check box(es) for…
- Update Rqmt(s)
- Update Stock List Price

❖ If uploading Agent data, check box(es) for…
- Add Control Numbers
- Update Prices

Note: If proper check box(es) are not marked, data will be ignored in Upload process

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Exhibit I/II Spreadsheets – Upload (cont.)

❖ Select <u>File Type</u>
  ▪ Either Exhibit I or II
  ▪ Can never have both Exhibit I and II on same spreadsheet
❖ Type in directory <u>Location</u> where upload file is saved
❖ Type in <u>Filename</u> of file to be used for upload process

IMACS: Exhibit I/II Upload Parameters [X]

Choose Data to upload from File

Agent
☑ Add Control Numbers
☑ Update Prices

Principal
☐ Update Rqmt(s)
☐ Update Stock List Price(s)

File Type
○ Exhibit I
◉ Exhibit II

Location: c:\spreadsheets

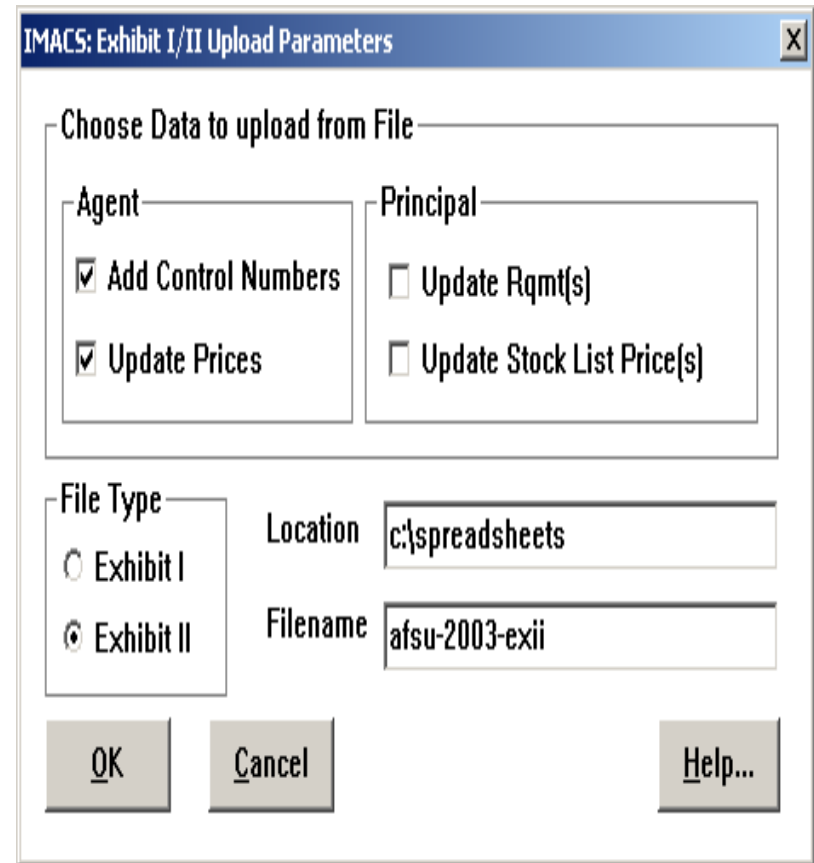Filename: afsu-2003-exii

OK   Cancel   Help...

Exhibit I/II Spreadsheets – Upload (cont.)

❖ Once all appropriate Exhibit I/II Parameters are entered…

- Click <u>OK</u>

Notes:

- If proper *[Agent or Principal]* check box(es) are not marked, data will be ignored in Upload process
- Data will be ignored if not applicable to your role on that DMISA (i.e., Principal or Agent role)

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Exhibit I/II Spreadsheets – Upload (cont.)

❖ Click <u>Yes to continue</u> at message:
  ▪ *'All selected data for each DMISA will be uploaded. If the file contains a large number of items, it could take several minutes. Do you want to continue? Yes/No'*

❖ At message: *'The data from the spreadsheet has been successfully loaded into IMACS. Would you like to upload another spreadsheet? Yes/No'*
  ▪ Yes - returns to Exhibit I/II Download/Upload window
  ▪ No - returns to IMACS Main Menu

  Note: Other messages may display, as appropriate. See UM, Sec 14.17.6 for Error Handling.

Exhibit I/II Spreadsheets – Upload (cont.)

❖ After successful upload, verify data in IMACS. Either…

- Perform another Exhibit I or II download spreadsheet for the DMISA(s) and check data

  …Or…

- Access the DMISA itself and check line item data

User Manual (UM) References

❖ See online IMACS V5.3 UM for detailed information

- Section 14 – "Line Items, Line Item Requirements, and Details (Exhibits I, II, and III-C)"
  - Section 14.16 – Download Spreadsheets for Exhibit I/II
  - Section 14.17 – Upload Spreadsheets for Exhibit I/II

Exhibit X-B Download

Single
DMISA/FY/Exhibit/TAB/MIPR-PO

...Or...

Multiple
DMISAs/FYs/Exhibits/TABs

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Exhibit X-B Download

❖Advantage: Ability to generate an Exhibit X-B report in spreadsheet format

❖Two methods

- Select <u>single X-B</u> report for one DMISA/FY/Exhibit/TAB/MIPR-PO *[from IMACS DMISA Menu]*

- Select <u>multiple X-B</u> reports for <u>multiple DMISAs/FYs/Exhibits/TABs</u>

  [from IMACS Main Menu/Spreadsheets function]

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Selecting Single Exhibit X-B Download
from within DMISA

❖ Access desired DMISA

❖ Select Edit/Exhibits X-XIV/ Exhibit X-B

❖ Select <u>TAB</u>

❖ Select <u>MIPR/PO</u> (or leave blank for an 'Unfunded' report)

❖ Change <u>Start</u> and <u>End</u> Dates for proper date range

❖ Click <u>Download</u> button

IMACS: DMISA Maintenance

EXHIBIT X-B   MONTHLY DMISA PRODUCTION REPORT

DMISA   AIRCPT01 02AFTG   FY 2001   Version   OF   Exhibit II

TAB   AA   Repair Activity   AIRCPT

MIPR/PO FD-2060-01-75270

Start Date 10-01-2001   End Date 09-30-2002

Line Item Comments

Line Item   0000

Comments

Exit   Save Comments   Download...   Print...   Help...

IMACS V5.3

Selecting Single Exhibit X-B Download
from within DMISA (cont.)

❖ When prompted, type in <u>Location</u> directory path where spreadsheet should be saved

❖ Type in desired <u>Filename</u>

❖ Click <u>OK</u>

❖ <u>Download Status</u> box displays status messages during the process

❖ Click OK at message box that indicates that spreadsheet was successfully created

❖ Access directory path where spreadsheet is saved

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Sample Exhibit X-B Spreadsheet

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Exhibit X-B Download

Multiple
DMISAs/FYs/Exhibits/TABs

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Exhibit X-B – Multiple DMISAs/FYs/Exhibits/TABs

❖ From IMACS Main menu…

- Select Spreadsheets
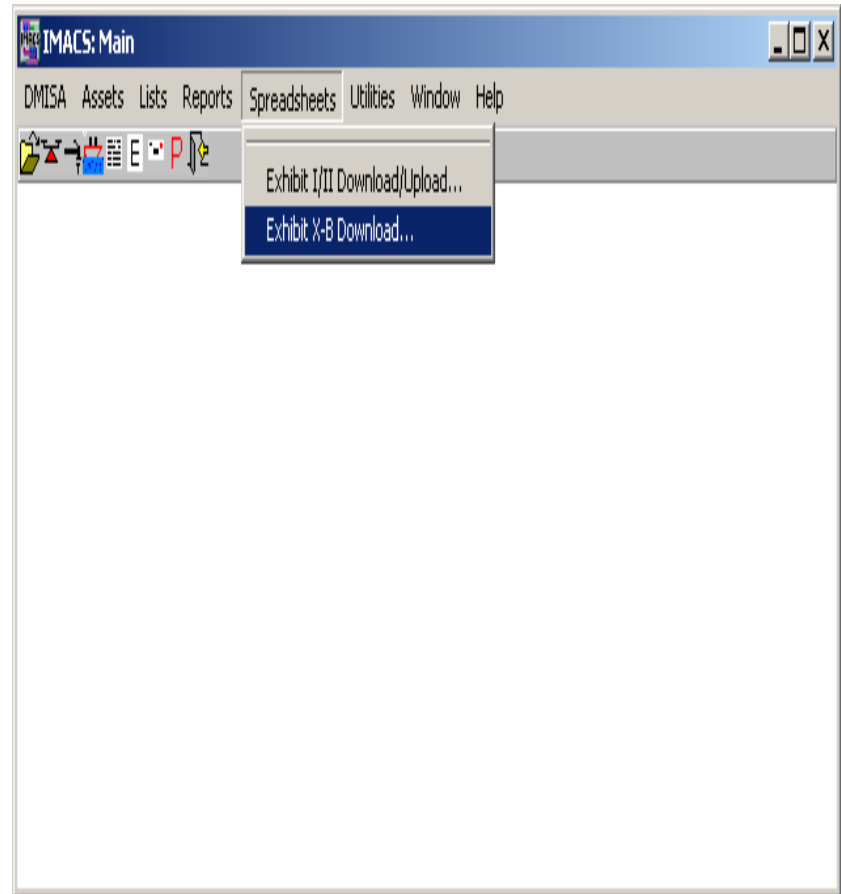- Select Exhibit X-B Download

IMACS V5.3

Exhibit X-B – Multiple DMISAs/FYs/Exhibits/TABs (cont.)

❖ New 'Filter By' fields
  ▪ DMISA
  ▪ FY
  ▪ Exhibit Type [I, II, or leave blank to select both I and II]

❖ Use new 'Filter By' fields to narrow list of DMISAs

❖ Change 'Filter By' fields, as needed

❖ Click List
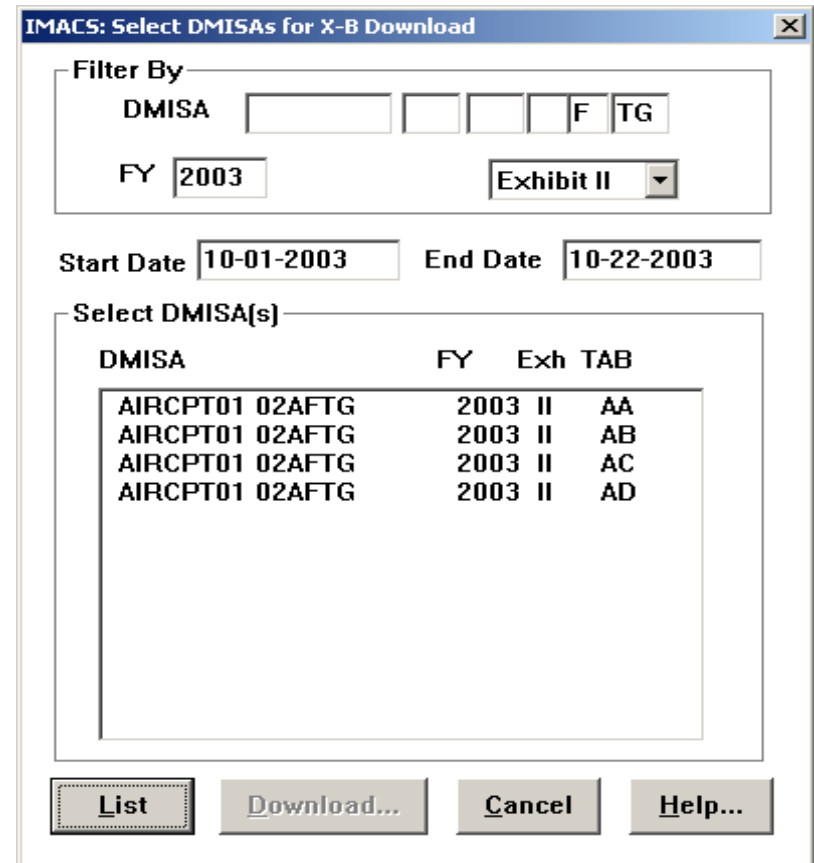

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Exhibit X-B – Multiple DMISAs/FYs/Exhibits/TABs (cont.)

❖ Example of list of DMISAs based on 'Filter By' fields

- ▪ DMISA fields, FY, and Exhibit Type selected

Exhibit X-B – Multiple DMISAs/FYs/Exhibits/TABs (cont.)

❖ Start and End Dates

- Start Date – defaults to 1st day of the current month

- End Date – defaults to current date

❖ <u>Important:</u> Make sure to <u>change Start and End Date</u> fields to proper date range needed for report

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Exhibit X-B – Multiple DMISAs/FYs/Exhibits/TABs (cont.)

❖ Select one or more DMISAs/FYs/Exh/s TABs
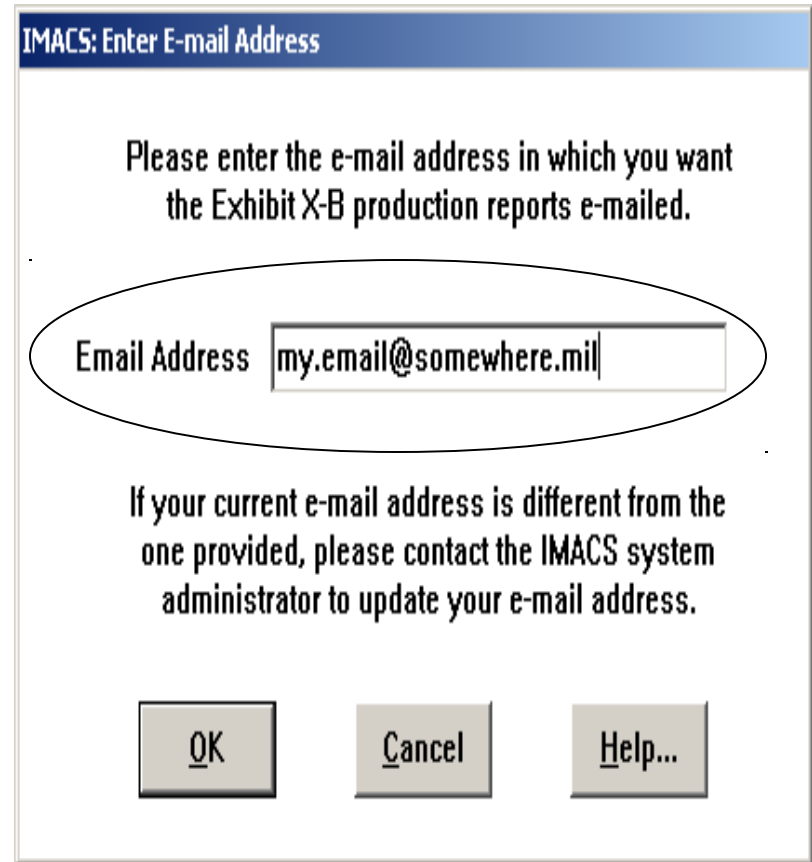
❖ Click Download button

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Exhibit X-B – Multiple DMISAs/FYs/Exhibits/TABs (cont.)

❖ <u>E-mail Address</u> defaults to your e-mail address

Notes:
- Can modify to send e-mail to different address, if desired
- If e-mail address is incorrect or missing, contact IMACS Systems Administrator to have it updated.
- Can e-mail X-B Download files to more than one e-mail address…just separate addresses by commas.

❖ Click <u>OK</u>

IMACS: Enter E-mail Address

Please enter the e-mail address in which you want the Exhibit X-B production reports e-mailed.

Email Address   my.email@somewhere.mil

If your current e-mail address is different from the one provided, please contact the IMACS system administrator to update your e-mail address.

OK   Cancel   Help…

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Exhibit X-B – Multiple DMISAs/FYs/Exhibits/TABs (cont.)

❖ At message: *'Do you want to make any additional requests? Yes/No'*

- Yes – returns to Exhibit X-B selection window
- No – returns to IMACS Main Menu

❖ E-mail request is sent to a queue to await processing

- Process runs about every 5 minutes
- Exhibit X-B Download file automatically sent to you via e-mail

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Exhibit X-B – Multiple DMISAs/FYs/Exhibits/TABs (cont.)

❖ Zipped file is attached in e-mail

- Double click on attached zipped file *(WinZip [filename] .tar file)*
- At prompt, click 'Open' *(File can also be saved to disk)*
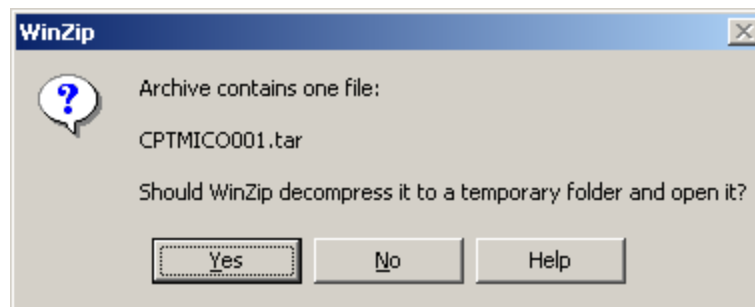- At prompt, click 'Yes' that WinZip should decompress it to a temporary folder and open it.
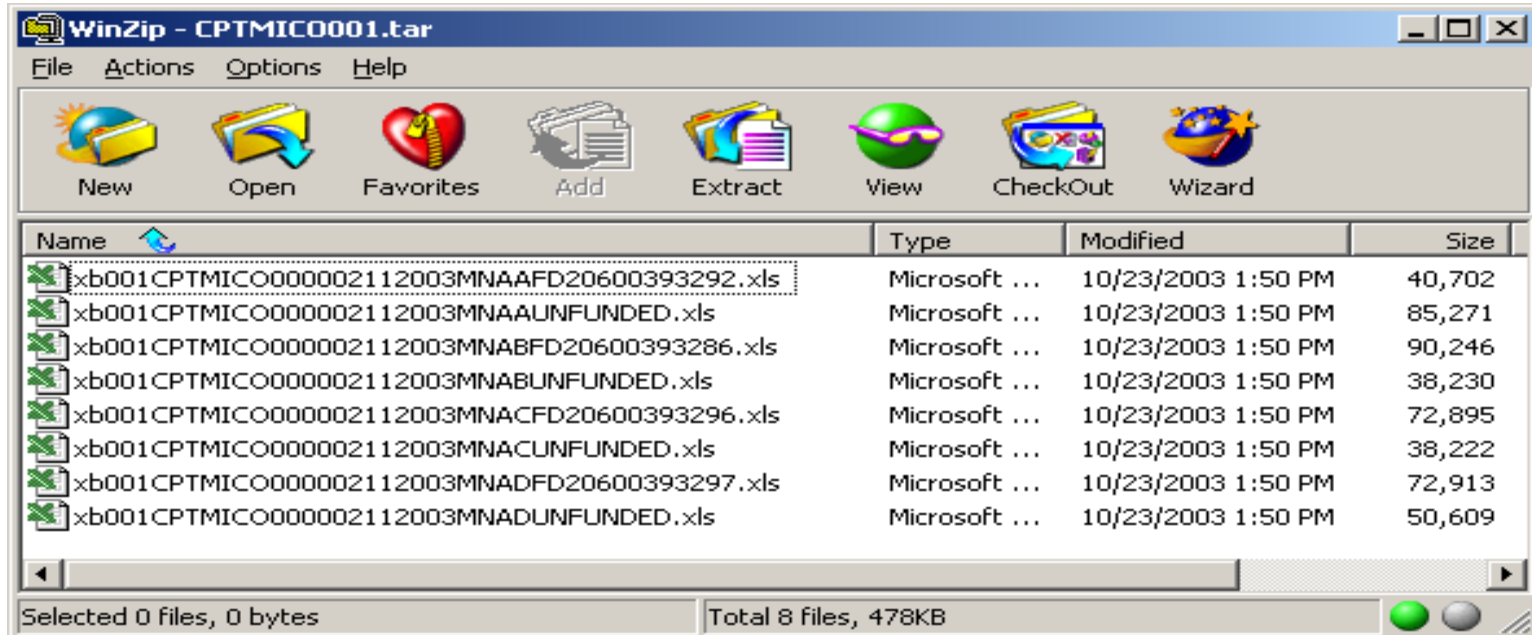
WinZip

? Archive contains one file:

CPTMICO001.tar

Should WinZip decompress it to a temporary folder and open it?

[Yes] [No] [Help]

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Exhibit X-B – Multiple DMISAs/FYs/Exhibits/TABs (cont.)

❖ Double click on respective file to open in MS Excel

❖ Zipped file includes:

▪ 'Unfunded' report(s)

▪ Report(s) by funded TAB and MIPR/PO

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User Manual (UM) References

❖ See online IMACS V5.3 UM for detailed information

- Section 28 – "Exhibit X-B – Monthly Production Report"

  - Section 28.8.1 – Download of a Single DMISA, Exhibit and TAB from DMISA
  - Section 28.8.2 – Download of Multiple DMISAs, Exhibits, and TABs

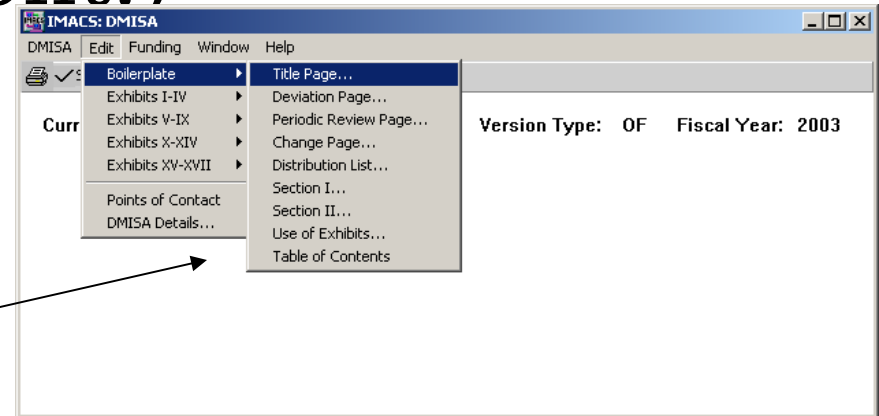# Title Page

Depot Commander Signature

Title Page
Depot Commander Signature

❖ Per Joint Regulation change

- Added <u>Depot Commander</u> Signature

- Input by Agent

❖ Other improvements to Title Page

- '<u>Date</u>' field on Signatures is <u>optional</u> now

  - Can be left blank, or a date can be entered (MM-DD-YYYY format)

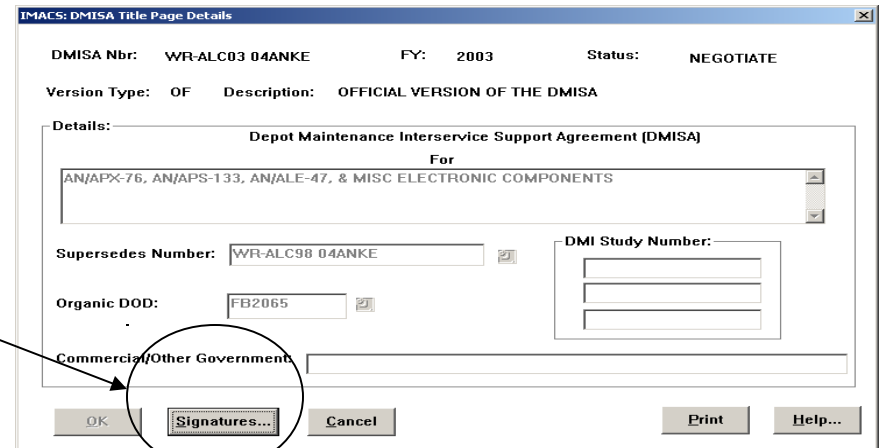 - Can be updated anytime to coincide with Signature

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Title Page
Depot Commander Signature (cont.)

❖ **From IMACS Main Menu...**
- Select Boilerplate
- Select Title Page

❖ **From DMISA Title Page Details...**
- Click <u>Signatures</u> button

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Title Page
Depot Commander Signature (cont.)

❖ Click <u>Depot Commander</u> button

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Title Page
Depot Commander Signature (cont.)

❖ Can enter up to two signature lines

❖ Enter Name, Title, Code, and/or Symbol, as applicable

❖ Date – optional
  ▪ If entered, use MM-DD-YYYY format

❖ Click OK

❖ Signature names display on printed Title Page

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User Manual (UM) References

❖ See online IMACS V5.3 UM for detailed information

- Section 11 – "Standard DMISA Format"
  - Section 11.3 – Title Page

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